EDITED KSA LISTING

CLASS: Assistant Information Systems Analyst

NOTE: Each position within this classification may be required to possess all or some of these knowledge, skills or abilities.

#	Knowledge, Skill, Ability

	Knowledge of:
K1.	Basic knowledge of information technology systems equipment, software, and practices as it relates to the IT environment.
K2.	Basic knowledge of analytical techniques needed to review and analyze information to determine options and recommend viable solutions.

	Skill to:
S1.	Analyze information and situations to identify problems, reason logically, and draw valid conclusions in order to determine and implement an effective course of action.
S2.	Effectively apply interpersonal skills to establish and maintain effective working relationships with others.
S3.	Communicate effectively both written and verbally in order to exchange and/or provide information to staff and others.
S4.	Operate a personal computer and/or other computerized equipment in order to perform daily duties (e.g., reports, tracking systems, presentation/training materials, etc).

	Ability to:
A1.	Listen and follow instructions to complete assigned tasks.
A2.	Reason logically to perform analytical tasks.
A3.	Handle multiple tasks in order to manage time efficiently.
A4.	Apply creative thinking in developing solutions.

Bold text-indicates not on Classification Spec.